

Loudoun County, Virginia

Important Deadlines to Remember for Guardian Filings

- **Six (6) months from date of qualification:** Mail or hand deliver the first **Annual Report of Guardian for an Incapacitated Adult** to the Loudoun County Department of Family Services with the appropriate fee.
 - **Annually:** Mail or hand deliver your second and subsequent **Annual Report of Guardian for an Incapacitated Adult** to the Loudoun County Department of Family Services.
 - You may obtain the form for the Annual Report of Guardian for an Incapacitated Adult on-line at: www.loudoun.gov/probate
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Failure to file the above mentioned documents on or before the appropriate due dates may result in one or all of the following:

1. Fines from your personal funds and/or imprisonment
2. Removal as Guardian

Mail or deliver the completed Annual Report of Guardian for an Incapacitated Adult to:
Loudoun County Department of Family Services
102 Heritage Way, Suite 103
Leesburg, VA. 20176
Attn: Mary Guliuk APS Administrative Assistant

If have questions for or need assistance from the Department of Family Services, your contact person at Family Services is:

Mary Guliuk APS Administrative Assistant
Phone: 703-737-8091
Email: Mary.Guliuk@loudoun.gov
Office Address: 102 Heritage Way, Suite 103 Leesburg, VA. 20176